

ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
CONFIDENTIAL INFORMATION REQUEST  
BY  
AN INDIVIDUAL

1. **This form allows you to request information from your own file.** It must be completed with a notarized signature and include a **money order** made payable to "DIR" in the amount of \$10.00 (ten dollars). If you have questions regarding this notice, please call the Information Disclosure Unit at (334) 242-8981.

2. **Please select the information and the year(s) needed: (Check all that apply)**

UC Claimant Profile printout - Shows your total Unemployment Compensation (UC) benefit amount and balance by the requested benefit year, name, address, and phone number.

UC Base Period Wages printout - Shows your reported Alabama wages by quarter and benefit year.

UC Payment History printout - Shows your weekly UC payments during the benefit year.

Other: (specify) \_\_\_\_\_

Year 2006  For Current Benefit Year \_\_\_\_\_

Year 2005  Previous Benefit Year \_\_\_\_\_

Year 2004  Other \_\_\_\_\_

3. **All requests are \$10.00 and must be prepaid.** Mail money order payable to "DIR" to:

ATTN: Central Cashier  
Alabama Department of Industrial Relations  
649 Monroe Street, Room 2684  
Montgomery, AL 36131

4. **The Alabama Department of Industrial Relations is hereby authorized to release the requested information from my records.**

\_\_\_\_\_  
(PRINT) Full Name Social Security Number

5. **My Phone Number is:** ( ) -  
Area code Number

6. **The above information is to be used for the following purpose(s):** \_\_\_\_\_

7. **Please**  **mail my information to the address below or**  **FAX it to** ( ) -  
Area code FAX Number

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

8. **Notarized signature:**

Signature \_\_\_\_\_

(Notary Seal) Notary Signature \_\_\_\_\_

Date Notarized \_\_\_\_\_